

Job Description

Job title	Principal Regeneration Officer
Directorate	PLACE : Regeneration, Culture and Environment
Division	Regeneration
Range	MPR 6
Reports to	Regeneration Programme Manager

Main purpose of the job:

To be the Lead Officer for the delivery of Regeneration Projects from inception to practical completion. Responsible for all delivery stages, including project supervision, financial monitoring, stakeholder engagement and project performance reporting.

Provide effective line management of appointed external consultants to support project delivery, ensuring alignment with strategic objectives, adherence to timelines and budgets, and the consistent application of quality standards.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

Successfully manage the delivery of complex regeneration projects, ensuring alignment with scope, budget, and programme timelines while applying best practice methodologies.

Develop and maintain detailed project plans, overseeing financial monitoring and compliance with external grant conditions, and ensuring effective stakeholder communication.

Lead consultant and contractor appointments in line with procurement policies, manage project risks through comprehensive registers, and uphold statutory records management standards.

Act as deputy for the Regeneration Programme Manager and contribute to performance and compliance reporting, supporting continuous improvement across cross-functional teams.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Regeneration Programme Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

Professional Qualification

- Degree Level Qualification in a relevant subject OR
- equivalent Level 6 Qualification in a relevant subject

Level B (in addition)

- Working towards Project Management Qualification – Level 6 Equivalent Level

Level C (in addition)

- Achieved Project Management Qualification – Level 6 Equivalent Level

Knowledge

Level A

- Understanding of how to develop and manage detailed project budgets, forecast costs, track expenditures, and ensure alignment with allocated funding.
- Familiarity with cost-benefit analysis and value-for-money principles.
- Knowledge of financial management systems and project management tools that integrate financial tracking (e.g., MS Project, Power BI, Excel).
- Understanding and application of procurement policy & guidelines to deliver regeneration projects.
- Contract management of consultants and contractor to ensure effective resource delivery.
- Understanding of how local government is structured and the relevant Member and Officer roles to deliver council priorities for regeneration project delivery.
- Awareness of the One Medway Council Plan
- Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding

Level B (in addition)

- Understanding of external grant conditions and how to discharge them (e.g., reporting outputs, spend profiles, milestones).
- Knowledge of how to manage New Engineering Contract /Joint Contracts Tribunal (NEC/JCT) Contracts i.e. contract structure and terminology, procurement and project delivery methods, risk management, change management, programme and time management, payment mechanisms and dispute resolution.
- Understanding of the One Medway Council Plan and service plan and how this role and team contribute to delivery of outcomes.

Level C (in addition)

- Understanding of how to build effective partnership working across multiple (£2 million plus) regeneration projects.
 - Expert knowledge of NEC/JCT contracts gained through formal training.
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Experience

Level A

- Minimum of 2 years regeneration activity, including managing regeneration projects, within the public sector environment.
- Experience in managing projects funded by external bodies (e.g., government grants, lottery funding, EU funds).
- Proficiency in managing and ensuring the successful delivery of projects, dealing with conflicting demands, and minimising potential disruptions
- Experience in maintaining effective records management processes.
- Experience in managing project risk registers and implementing risk mitigation strategies.

Level B (in addition)

- Minimum 3 years relevant work experience of managing regeneration projects.
- Track record in large complex regeneration project delivery
- Proven track record in communicating technical information to partners and stakeholders, ensuring understanding and cooperation.
- Experience in managing compliance with internal and external reporting obligations for project delivery

Level C (in addition)

- Minimum 5 years relevant work experience of managing regeneration projects.
- Experience of autonomously delivering regeneration projects.
- Experience of deputising for Line Manager.
- Track record in large complex regeneration project delivery across multiple sites.
- Experience in overseeing the appointment and management of consultants and contractors, ensuring compliance with policies and conducting performance reviews.

Skills

Level A

- Proficiency in information and communication technology utilised in regeneration projects and strong presentation and communication skills, enabling effective reporting to diverse audiences.
- Proficient in the use of Microsoft Word, Excel, PowerPoint, and Outlook.
- Skilled in producing project plans and project risk registers to support effective project delivery.
- Financial monitoring including estimating, monitoring, and grant claim submissions to ensure project delivery compliance.
- Records management.
- Ability to independently seek out and gather relevant information.
- Basic skills in providing customer service.
- Good negotiation skills with the ability to successfully resolve any conflict arising.
- Able to develop detailed project plans to ensure delivery within agreed budget, programme, scope, and quality standards.
- Competence in monitoring and updating plans regularly, including financial monitoring and compliance with grant conditions.
- Ability to collate, interpret and report on detailed and technical project, design, financial, risk, and contractual information for partners, stakeholders, and other parties.

- Effectively prioritises tasks, manages competing deadlines, and ensures timely delivery of projects and responsibilities.
- Applies sound financial judgement in managing budgets, monitoring expenditure, and ensuring compliance with financial regulations and funding requirements.

Level B (in addition)

- Strong writing, research, and attention to detail ability.
- Ability to assess complex situations, resolve problems, anticipate future challenges, and develop forward-looking plans that align with organisational objectives.
- Developed ability to communicate information clearly, promptly, and effectively across various contexts and audiences.
- Able to interact, build productive working relationships and successfully work in collaboration with others.
- The ability to engage with suppliers, ensuring they meet safety and compliance standards
- Ability to oversee the appointment of consultants and contractors, ensuring compliance with procurement policies and grant criteria, and conducting regular project reviews.

Level C (in addition)

- Use of Power BI as a regeneration project management tool for project reporting.
- Advanced ability to understand and act on risk assessments.
- Demonstrates a high-level ability to engage and collaborate effectively with a broad range of stakeholders, fostering productive relationships and aligning interests to achieve shared objectives.
- Confident in making well-reasoned decisions and recommendations.
- Developed ability to successfully manage contracts and oversee contractors.
- Highly developed and effective communication skills to resolve disputes, clarify terms, and align all parties on the contract's objectives.
- Ability to keep track of deadlines, compliance requirements, and contract performance and make informed decisions based on data.
- Excellent problem-solving skills with the ability to streamline and/or improve service delivery.